



ENVIRONMENTAL HEALTH DIVISION

PLAN REVIEW APPLICATION FOR LICENSED CHILD CARE FACILITIES

Review for compliance with NC Rules Governing the Sanitation of Child Day Care Facilities (15A NCAC 18A .2800) The Rules Governing the Sanitation of Child Day Care Facilities require that plans drawn to scale be submitted to the Durham County Health Department, Environmental Health Division and approved prior to construction or renovation of the facility. For new or proposed childcare centers licensed for fewer than 13 children and located in a residence, a site visit to evaluate and assist in meeting the requirements of this Section may be requested by the childcare operator.

CHECKLIST

- ☐ Contact your state childcare consultant about licensing requirements (i.e., space requirements, capacity of children, etc.)
- ☐ Contact the building inspections department in your jurisdiction to understand what construction standards and fire codes must be met.
- ☐ Submit plans drawn to scale to the Environmental Health Division clearly showing the type and placement of rooms and equipment. Include storage areas, kitchens, foodservice areas, classrooms, diaper changing areas, can wash facilities, and cleaning supply locations.
- ☐ A listing of foodservice equipment and their specifications must be submitted.
- ☐ A foodservice menu for the childcare center must be submitted.
- ☐ Identify each childcare classroom by the age group(s) using the room.
- ☐ Include lighting and finish schedule for all areas of the facility. An equipment specification sheet must be included for all-foodservice equipment and water heater(s). Please note that compliance with health rules does not necessarily mean that the building inspections and zoning departments will approve the construction of the facility for childcare activities.
- ☐ Plans must include a site plan showing locations for exterior equipment such as dumpsters or compactors and indicating the proposed connections to approved sewer and water connections.
- ☐ An existing septic system inspection must be completed if the facility is served by a septic tank system. You can apply for this service with this office. Please note that this inspection is to determine if the existing septic system is functioning properly and also if the system is sized and designed appropriately for the anticipated wastewater flow from the facility.
- ☐ An existing well inspection and bacteriological water sample must be applied for with this office if the facility is served by a private well water supply. If the well serves more than 25 people, you must contact the state Public Water Supply Section of DENR (919-791-4200). This is usually classified as a public water supply and will be subject to more stringent rules.

"Working with our community to prevent disease, promote health, and protect the environment."

www.durhamcountync.gov/departments/phth

February 9, 2012 414 E. Main Street Durham, NC 27701 Phone: 919-560-7800 Fax: 919-560-7830

GENERAL INFORMATION

NEW CONSTRUCTION ☐

EXISTING CHILD CARE ☐

STATE ID# (If an existing childcare) _____ DATE: _____

NAME OF FACILITY _____

FACILITY ADDRESS _____
Street Address City State ZIP

PHONE (____) - _____ FAX (____) - _____ EMERGENCY (____) - _____

EMAIL ADDRESS _____

NAME OF OWNER _____

MAILING ADDRESS _____
Street Address City State ZIP

APPLICANTS NAME _____

NUMBER OF CHILDREN FACILITY WILL BE LICENSED FOR _____

WATER SUPPLY: MUNICIPAL _____ WELL _____

WASTEWATER SYSTEM: MUNICIPAL _____ ON SITE SEPTIC _____

HOURS OF OPERATION

Days: _____ Hours: _____

FOODSERVICE

Will meals be prepared on site or catered? _____

If catered, provide caterer contact information: _____

Will any foods be fried onsite?

Where and how will children eat the meals? (family style in classrooms, dining area, etc)

Will reusable dishes, trays, silverware be used or disposable?

Can the kitchen be locked? YES / NO

If no, please explain: _____

INFANT FOODSERVICE

Where will infant food be stored, prepared and served?

How much space does the infant room countertop have for warming bottles and preparing cereal?

Dimensions of counter: _____

What method will be used to warm bottles and prepare cereal?

Is there a refrigerator for bottle storage? YES / NO

If no, please explain: _____

Is there a separate handwash lavatory used exclusively for bottle/food preparation hand washing?
YES / NO

If no, explain: _____

DIAPERING

Do infants, toddlers, and two's classrooms all have diapering stations in each room? YES / NO

If no, please explain: _____

Can the caregiver view the other children while changing diapers? YES / NO

If not, please explain: _____

Where and how will soapy water and sanitizers be stored?

Where will diaper cream, gloves, powders, etc., be stored?

Is there a separate hand wash lavatory used exclusively for diaper changing hand washing?

CUBBIES AND STORAGE

How and where will cubbies be arranged?

Are coat hooks at least 12 inches apart? (A double hook cannot be used for two children)

BED, CRIBS, COTS, MATS, AND LINENS

Will cribs have the capability of being spaced 18 inches apart while in use?
(crib dividers and partitions are subject to approval)

How and where will cots, and/or mats be stored?

Where will cribs, cots, and mat sheets be stored?

How and where will bed linens be cleaned?

Where is the designated sick area with cot/mat?

CLEANING AND SANITIZING

Is the furniture in the infant and toddler room a smooth, washable finish? YES / NO

If not, explain: _____

How will toys in infant and toddler rooms be washed and sanitized?

What type(s) of sanitizer will be used on toys, diaper, and food areas, and furniture etc?

Do you have appropriate test strips for the type of sanitizer you are using?

Where is the can wash facility (mop sink) for cleaning trash cans, dumping mop water, etc.?

HANDWASHING LAVATORIES

Does each toilet area have a hand wash lavatory? YES / NO

If not, explain: _____

Does the diaper changing station have a hand wash lavatory exclusively for diaper hand washing?

YES / NO

If not, explain: _____

Do the foodservice areas in the infant and toddler room have a hand wash lavatory exclusively for foodservice hand washing? YES / NO

If no, explain: _____

LOCKED ITEMS

Please indicate where the following type of locked items will be stored and what type of lock:

Medicines

(both refrigerated and non-refrigerated)

Clean supplies and all types of chemical:

Personal belongings

(purses, keys, employee items)

Aerosols and all other toxic products:

Janitorial closet:

LIGHTING

Do all light fixtures have shatterproof or shielded bulbs?

Will the proposed lighting illuminate 50 foot-candles at all work areas? (includes kitchen and classrooms)

Will the proposed lighting illuminate 10 foot-candles at all other areas, including storage)

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HOT WATER SUPPLY

The hot water in the kitchen must be a minimum of 120°F, and all sinks accessible to children must be maintained between 80-110°F. Hot water temperatures at the sinks accessible to children can cause a facility to be put on “Provisional” status if the water is less than 80°F or greater than 110°F.

Separate water heaters are recommended as the best option to meet this standard for hot water. Variations in source water temperatures, periods of higher demand for water and other factors make it difficult to maintain all temperature standards with just one water heater, even with the use of mixing valves or anti-scald valves.

Please detail the specifications of your water heater(s) (please note if you are using two heaters)

Storage Tank size _____ Gallon per hour recovery _____

FINISHES

Please describe the finishes / construction material in the following areas (all must be washable)

Diaper changing counters

Food service counters in infant room's

	Classrooms	Kitchen	Storage	Toilets
Floors	_____	_____	_____	_____
Walls	_____	_____	_____	_____
Cove base	_____	_____	_____	_____
Ceiling	_____	_____	_____	_____

PLAYGROUND

Please describe the playground area (size, type of play equipment, type of fence, water activities, etc)

Is the playground designed for adequate drainage of water? YES / NO

If no, explain: _____

Is the HVAC, mechanical equipment, etc locked with a fence around it and not accessible to children?

Please describe: _____